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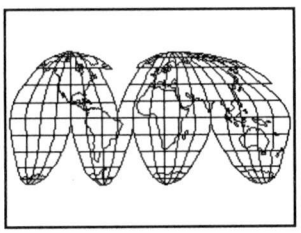
The Travel Report

By Michelina Trapid



I'm baaack! No,it's not poltergeist, it's only your travel co-ordinator with a few things to tell you. There has been a lot of changes since that last time I wrote to you. So sit back, kick off those shoes and take a break from your hectic schedule.

Travellers Cheques

As of October 1st, I took over the travellers cheques. Henceforth, all advances whether it be cheque or travellers cheque will be processed by me. Please keep in mind that ample time must be given in order to process the advances. A minimum of four hours is required for travellers cheques and as for the travel advances, a cheque requisition should be received in our offices by Wednesday morning, so that it will be part of our weekly run. Remember, that all advances should have two signatures; i.e., yours and the person to whom you report to. Finally, if an advance is from a research grant, it should be approved by the Research and Special Funds Department before it comes to me.

Hotel

Hotel Chateau Versaille, who is our primary accomodator, has offered the same rates as last year for hotel accomodations; that is, $85.00 a night. The hotel has also offered long term rates such as weekly and monthly rates to accomodate visiting professors and/or researchers. The rates are as follows: $450 and $1500, respectively; the GST and QST are not applicable on the monthly rate.

The Tour Belvedere has approached the university by offering weekly and monthly rates starting from $450 and $1,025 respectively for the parlour suite to $560 and $1400 respectively for the 1 bedroom suite, which includes a kitchenette in both suites. Hotel Le Canltie Sherbrooke is offering a special rate starting now until January. The room rate is from $79 to $99 a night which includes a breakfast except for the regular room ($79).

Travel Agents

During the summer and over the next few months the University's Policies and Procedures on Travel are being reviewed. As a first step, 5 travel agents were selected as possible agents of which a list has been included. By the summer of '93, a tenure process on travel will be started. This will enables us to decide which travel agent(s) will help us to achieve our goals as well as satisfy your needs. We are requesting your patience and your feedback when you're dealing with any of them. In all fairness, we request that you at least try all five agencies at least once. Your feedback would enable us to select the best travel agent for the university. Remember what you say matters to us, which brings us to my next point.

Questionnaire

In the next newsletter you will find a questionnaire regarding the travel agents as well as travel related subjects. We've enjoyed reading your comments last time so much that we've decided to publish a new one. We really appreciate your co-operation because your opinions can make a difference.

Travel Refund

We would like to thank you for your co-operation and your patience during the past year. We've made a few changes in order to improve the turnaround time on your claim. With your help, we will do our utmost to mail your reimbursements within 10 working days from the day we receive your claim in accounts payable. If at any time you wish to know the status of your claim, I'm just a phone call away. So avoid the trip down to our offices, have your expense report number handy, and within a matter of minutes, I'll be able to answer any queries you may have on travel over the phone.

Per Diems & Mileage

The Treasury Department recently completed a review of the rates for both the per diems and mileage. Please note that as of December 1st,1992, these new rates will take into effect and will supercedes the old rates found in Appendix C of your Travel Policy & Procedures. Also take note that there are certain set rates for cities such as Toronto, Ottawa, and Quebec City. If one surpasses the set mileage rates, an explaination should be enclosed as well as, if you decide to car pool, the names of the individual(s) travelling with you should be enclosed; thus avoiding any reduction in your claim.

Amex Corporate Cards

Please note that for those who have corporate cards,the expense reports pertaining to a particular billing should be submitted by the 19th of the following month. This will enable me to make a prompt payment as well as avoid any deliquency charges. Also,it would very helpful if you kept track of the expense report numbers for each billing so that we can trace them back if there are any outstanding balances.

I also wanted to remind you that as a corporate cardholder, you are covered for the following insurances:

1) Car rental theft and damage insurance;
2) Flight and baggage delay insurance; and
3) Hotel/motel burglary insurance.

These insurances will automatically come into effect only when you are using the card for payment.

If you should decide to use a non-recommended travel agent, I would appreciate a copy of your itinerary. This will enable me to have some idea as to when to expect an expense report from you. If you have any questions concerning Amex, don't hesitate to call.

Car Rentals

The Accounts Payable department has recently been receiving claims from car rentals companies for damages that the University is not responsible for. In order to avoid any future claims, always verify prior to leaving the premises, that the car you've rented does not have any damages. If there are any nicks and/or damages, please indicate so on your rental agreement before signing.

Women Travellers

It's not easy travelling especially if it means leaving your loved ones behind; but sometimes you don't have a choice! For the women travellers this part of the job entails the added pressure of lack of safety wherever they may go. So I've included some "words of the wise" from women executives. The following tips were taken from the "Meetings & Conventions" October '92 issue; hopefully, they will be of some help.

Tips for Safer Traveling

-Leave the television or radio on in your hotel room and post the "Do not disturb" sign, when going out.

-If you're being followed in the corridor as you walk to your room, don't stop at your room door. Pass your room and wait to see if the person enters his room.

-Request a hotel room near the elevator.

-On arriving in your hotel room, check the integrity of locks on the entry door and balconies.

-For added security at night, wedge a rubber door stop under the door.

-Put a business address, not your home address, on your luggage.

-Do not travel with expensive jewelry. Wear costume jewelry instead.

-If you park in a deck, ask to be escorted to your car.Or use valet parking if your budget allows.

-Leave a masculine item, such as shaving kit, in your rental car so potential criminals think the car is being driven by a man.

Personal Note

I would like to take this oppurtunity to thank Maureen Schrotter and Lynn Northrup, who took over my duties while I was away. Without their help, my return back would have been a hard one. THANKS!

Conclusion

Between CUFS and the stork visiting our offices, Treasury has had quite a year. We would like to thank you once again for your patience over the past year and at the same time, extend our best wishes for a festive and happy new year. All the best until the next letter.

Concordia University Recommended Travel Agencies

American Express Canada
800 Rene-Levesque Blvd. West
Suite 1201
Montreal, Quebec
H3B 4X2 Telephone 931-3880

Voyages Goliger's Travel
1, Holiday street
Bureau 100,tour ouest,
Point-Claire, Que.
H9R 5N3 Telephone 694-3087

Voyages Kelen Travel
2050 Mansfield st.
Suite 510
Montreal, Quebec
H3A 1Y9 Telephone 842-9548

Voyages Viau Marlin
1155 Rene - Levesque Blvd. West
Suite 3002
Montreal, Quebec
H3B 4K8 Telephone 866-5472

Voyages **KN** (KUEHNE & NAGEL)
740 ouest Notre Dame West
Montreal, Quebec
H3C 3X6 Telephone 866-7592